



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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SUPERINTENDENT OF  
PUBLIC INSTRUCTION

June 4, 2008

**MEMORANDUM**

TO: All Local School Districts, Public School Academies, Intermediate School Districts, and Non-Public Schools

FROM: Sally Vaughn, Ph.D. *Sally*  
Deputy Superintendent/Chief Academic Officer

SUBJECT: FBI Fingerprinting and Criminal Background Checks Requirement

**URGENT REMINDER**

This notice is to remind all school administrators that section 1230g of the Michigan School Code requires all school employees to be fingerprinted and have a criminal background check conducted by the Michigan State Police by July 1, 2008. After July 1, 2008, anyone wishing to be employed in a Michigan school in any capacity must have completed the Federal Bureau of Investigation (FBI) fingerprinting and criminal records check prior to employment. Individuals who are currently employed in any capacity in Michigan schools who fail to comply with the fingerprinting and criminal records checks by July 1, 2008 cannot be employed by said district or school in any capacity and shall not be allowed to work under contract in accordance with section 1230g (4) of the Michigan School Code.

**I take this opportunity to encourage you to make sure that all of your employees have been fingerprinted and have the criminal background checks completed by June 30, 2008.**

If you have any questions regarding this requirement, please contact Dr. Frank Ciloski via email at [ciloskif@mi.gov](mailto:ciloskif@mi.gov) or 517/373-6791.

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